

ADMINISTRATIVE - INTERNAL USE ONLY

MEMORANDUM FOR: Director of Central Intelligence

FROM : Frank C. Carlucci  
Deputy Director of Central Intelligence

SUBJECT : Report on Completion of Action on Personnel  
Topics

1. I recently provided you with a status report on personnel action topics that are still under active review but not as yet completed. For your interest, I believe it worthwhile to also update you on those key action items that have already been completed. They establish a solid base for the current action items.

2. Action Topics:

A. Establishment of minimum promotion targets by grade by each Directorate.

The Directorate promotion-target plans for Fiscal Year 1978 reviewed and approved by you in early July have been published by each of the Deputy Directors and disseminated for the information of the employees within their Directorates. Final targets for FY 1979 are being developed in the context of the Annual Personnel Plan and will be disseminated in the near future.

B. Institution of Directorate-level panels to make recommendations concerning lower-ranked personnel (e.g., low 3s) identified as possible selection-out cases.

All of the Deputy Directors have established Directorate-level panels to review such cases and make recommendations to the Deputy Directors regarding disposition of these employees.

C. Implementation of the Uniform Promotion System.

The uniform promotion schedules for each grade group have been established as standard for all Directorates (with some modifications approved for the DDO to accommodate their particular

ADMINISTRATIVE - INTERNAL USE ONLY

scheduling situation). The Office of Personnel has developed and published Agency Headquarters [ ] Notices describing the policy changes and the new schedules.

STAT

D. Review of procedures for allocating supergrade allowances.

On 14 August 1978 the four Deputy Directors and the Chairman, Executive Career Service Board were notified by memorandum from the Director of Personnel of the new Agency policy relative to the allocation of supergrade ceiling allowances. These levels are being incorporated into the personnel planning for FY 1979.

Frank C. Carlucci

Distribution:

Orig - DCI  
1 - DECI  
1 - FR  
2 - DDA  
2 - D/Pers  
1 - OP/P&C

ORIGINATOR:

Director of Personnel

OP/P&C/[ ]:cnc (22 Sep 78)

STAT